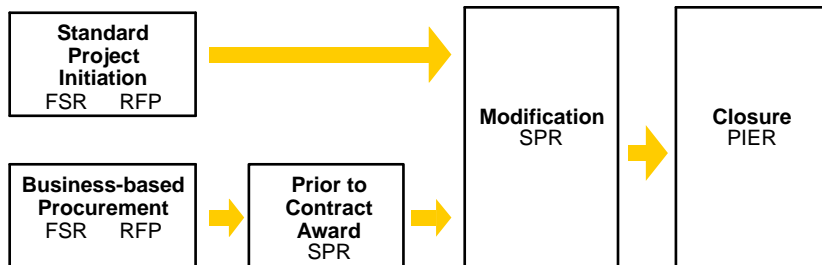


## DEPARTMENT OF FINANCE DOCUMENT DESCRIPTION AND PROCESS FLOW

### Process Flow



*\*Budget funding requests are frequently associated with these documents.*

### Document Descriptions

1. **Feasibility Study Report (FSR)** — An FSR documents the results of a feasibility study conducted to address a business problem or opportunity, and identifies measurable business objectives and functional business requirements. The FSR is used to present the business case for investing in an information technology project. Once approved, the FSR establishes an agreement between the department and Finance as to how the project is to proceed. The FSR identifies the proposed solution's logical and technical design requirements. It also establishes the requirements used to define the procurement documents that successful proposals from vendors must meet.
2. **Business-Based Procurement** — An FSR documents the results of a feasibility study conducted to address a business problem or opportunity, and identifies measurable business objectives and functional business requirements. **An FSR for a business-based procurement differs from a typical FSR in that it does not include a proposed solution.** Vendors will propose the solution during the procurement process (i.e. no specific technical solution is required by the department). **For those proposals that initially recommend a business-based procurement and the proposed technical solution is not determined in the FSR, the department must submit a Special Project Report to Finance for review and approval prior to contract award.**
3. **Request for Proposals (RFP)** — An RFP or other similar procurement document is released to the vendors. This document presents the State's requirements (based on the FSR) that the vendors must meet with their proposed systems.
  - For **standard procurements**, the State defines both business/programmatic and technology requirements, and selection is usually based on the lowest cost proposal.
  - For **business-based procurements**, the RFP usually contains only business/programmatic requirements for which the vendors propose specific technical solutions. Selection is based on overall "best value" to the State.

4. **Special Project Report (SPR)** — An SPR is a detailed project change proposal. An SPR is required any time a project changes in costs, benefits or schedule by ten percent or more (or other amount as determined by Finance), or if a significant change occurs in the project's scope or methodology. Approval of an SPR constitutes a new approval agreement between the department and Finance.
5. **Post Implementation Evaluation Report (PIER)** — A PIER is developed after the project has been completed and in production a sufficient period of time to assess its functionality and productivity (typically one year or one business cycle). Objectives, costs and benefits are compared against the estimates presented in the last approved project document (FSR or SPR). A PIER is the final reporting requirement for a project. Once the PIER is approved, the project is officially complete and the system is considered a production system (application).